



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF ARCHITECTS</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, May 1, 2013 at 1:30 p.m.</b>
<b>PLACE:</b>	<b>861 Silver Lake Blvd., Conference Room B, Second floor, Dover, Delaware</b>
<b>MINUTES APPROVED:</b>	June 5, 2013

**MEMBERS PRESENT**

Kenneth Freemark, RA, Professional Member, President  
Kevin Wilson, RA, Professional Member  
Peter H. Jennings, RA, Professional Member  
Brian Lewis, Public Member  
Joseph Schorah, Public Member, Secretary  
John Mateyko, RA, Professional Member  
Prameela Kaza, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Patricia Davis-Oliva, Deputy Attorney General  
Meaghan Jerman, Administrative Specialist II

**ABSENT**

Elizabeth Happoldt, Public Member  
Richard Wertz, RA, Professional Member

**OTHERS PRESENT**

Nancy Payne, DE Chapter of AIA  
Philip J. Franz, RA, DE Chapter of AIA  
Constance Holland, DE HEAL/State of Delaware – Office of State Planning Coordination  
Andrea Trabelsi, DE HEAL/Delaware Greenways

**Call to Order**

Mr. Freemark called the meeting to order at 1:40 p.m.

**Review and Approval of Minutes**

The Board reviewed the minutes of the April 3, 2013 meeting. Mr. Schorah made a motion to accept the minutes as presented, seconded by Mr. Kaza. The motion passed by majority with Mr. Lewis abstaining from the vote.

### **Presentation by the Delaware Coalition for Healthy Eating and Active Living**

Ms. Connie Holland and Ms. Andrea Trabelsi provided a presentation to the Board on behalf of the Delaware Coalition for Healthy Eating and Active Living (DE HEAL). DE HEAL is a grassroots initiative focused on supporting and encouraging programs, environments, and resources that promote healthy eating and prevalence of overweight, obesity, and related chronic diseases. Ms. Trabelsi provided an overview of DE HEAL and statistics on obesity rates in the United States. Ms. Holland and Ms. Trabelsi explained that community and site design is a critical component to advocating for healthy, active lifestyles. Evidence based strategies they highlighted included increasing active recreation and increasing active transportation.

Ms. Holland and Ms. Trabelsi explained that as the Board of Architects is responsible to protecting the health, safety, and welfare of the public through their professional certifications, there is also a public health issue that can be influenced through architectural design. Ms. Trabelsi explained that their goal in speaking with the Board is to encourage the Board to request NCARB ensure that critical aspects of public health, safety, and welfare are required points of knowledge and skill to become a registered architect.

Board members discussed with Ms. Holland and Ms. Trabelsi the challenges in influencing the ARE specifically, but shared that they hope they can work together on this initiative and thanked them for attending.

### **Unfinished Business**

#### **Discussion of Possible Regulation Changes**

Mr. Jennings and Mr. Wilson received information from NCARB immediately prior to the meeting concerning how other states have modified their Rules and Regulations regarding Continuing Education and Emeritus requirements. Mr. Schorah made a motion, seconded by Mr. Wilson to table this subject until the June meeting as they had not had an opportunity to review the documentation. The motion passed unanimously. Ms. Jerman will provide the information to the Board in advance of the June meeting for their review.

#### **Review of Public Integrity Act**

Ms. Jerman provided the Board with a copy of the Public Integrity Act which was discussed at the April meeting in relation to the development of the Board member application. Mr. Schorah stated that he recently had to complete a Board member application and confirmed that the political questions on the application are optional.

#### **RE-Review of Application for ARE Exam Oscar Enderica (tabled in April)**

Mr. Mateyko reviewed Oscar Enderica's application which had been previously tabled at the April meeting pending the NCARB evaluation of Mr. Enderica's education. Mr. Mateyko explained that he reviewed NCARB's evaluation of Mr. Enderica's education and it appears to be in order. Mr. Mateyko made a motion to approve Mr. Enderica for the ARE Exam, seconded by Mr. Wilson. The motion passed unanimously.

#### **Status of Complaints**

Complaint 07-02-12 has been closed by the Attorney General's Office.

### **New Business**

#### **Review of Correspondence to Include with 2013 License Renewal for CE**

Ms. Jerman provided the Board with a draft enclosure to be sent with the 2013 license renewal notice regarding the new continuing education requirements. The Board reviewed and discussed the enclosure as well as the audit process. The Board discussed emphasizing the possible financial

ramifications if they do not comply with the CE requirements. The Board agreed that the draft enclosure was approved as is and they will look to modify future notices regarding penalties for failure to comply with the Board's Rules and Regulations.

Status of 2011 Audits/Compliance

Ms. Jerman explained that in preparing for the 2013 renewal it was discovered that there were licensees who were not compliant with their Board Orders from the 2011 CE audit and others who had never been scheduled for a Rule to Show Cause Hearing. Ms. Jerman explained that the licensee's information has been turned over to the Administrative Hearing Unit for further action.

New Complaints Assigned to a Contact Person

There were no new complaints.

Ratification of Certificate of Authorization Applications

Mr. Schorah made a motion, seconded by Mr. Jennings to ratify the certificate of authorization issued to Soos and Associates; Re:Vision Architecture; and Murphy and Dittenhafer. The motion carried unanimously.

Ratification of Reciprocity Applications – NCARB Certificate

Mr. Schorah made a motion, seconded by Mr. Jennings, to ratify the listing of issued licenses to NCARB Certified architects by reciprocity. The motion carried unanimously.

Philip Franz  
Paul Makowicki

Brian Rumsey  
Guy Faber

John Burk

Review of Reciprocity Applications by NCARB

James Wallace

Mr. Mateyko reviewed Mr. Wallace's application. Mr. Mateyko confirmed that Mr. Wallace meets all the requirements for licensure and his CE was complete. Mr. Mateyko recommended that Mr. Wallace be approved for licensure, seconded by Mr. Schorah. The motion passed unanimously.

Review of Direct Applications for Reciprocity

Peter Mehlretter

Mr. Mateyko reviewed Mr. Mehlretter's application. Mr. Mehlretter has a Bachelors of Architecture from the University of Pennsylvania in 1983 and is currently licensed in Pennsylvania and New Jersey. Mr. Mateyko stated that the application does meet all the requirements for licensure. Mr. Mateyko made a motion to approve Mr. Mehlretter's application, seconded by Ms. Kaza. The motion carried unanimously.

**Selection of Voting Delegate for NCARB Annual Meeting, San Diego, CA June 20-22, 2013**

Mr. Wilson nominated Peter Jennings, seconded by Mr. Mateyko to serve as Delaware's Delegate at the NCARB Annual Meeting. The motion carried unanimously. Ms. Jerman will provide this information to NCARB.

**Other Business Before the Board (for discussion only)**

Ms. Jerman informed the Board that their Bill had recently been introduced and provided the Board with a copy of the Bill. Ms. Jerman inquired if any Board members would be available to speak with the Legislature about the Bill. Mr. Schorah and Mr. Jennings agreed they would be willing to speak on behalf of the Board regarding the Bill as needed.

**Public Comment**

There was no public comment.

**Next Scheduled Meeting**

The next meeting will be held on June 5, 2013 at 1:30 p.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

With no further business before the board, Mr. Schorah made a motion to adjourn the public meeting, seconded by Mr. Wilson. The motion carried unanimously. The meeting adjourned at 3:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Meaghan Jerman".

Meaghan Jerman  
Administrative Specialist II